

Financial Support Coordinator

Northwest Neighborhoods CDC

OVERVIEW OF POSITION

The Account Payable/Tax Site Coordinator is a critical part of the Northwest Neighborhoods CDC team. This position encompasses dual areas of focus: the Accounting Department, ensuring payments are made on time and recorded appropriately, as well as the Neighborhood Services Team, working with the Director of Community Involvement regarding the Tax Site.

For the Accounts Payable part of the role, the employee's responsibilities include responsibility for accounts payable processing, monthly reconciliation of accounts payable subsidiary ledger to general ledger, supply ordering and general administrative office duties.

In the capacity of the Tax Site Coordinator, the employee will help to recruit and supervise volunteers at the Gordon Square Volunteer Income Tax Assistance (VITA) site. Tax Site Coordinator is responsible for ensuring the Tax Site runs smoothly; including troubleshooting minor technical issues with the TaxSlayer software, answering client and volunteer tax questions. The employee will also be responsible for monthly and annual reporting and end-of-season debriefing with Cuyahoga EITC Coalition staff.

KEY RESPONSIBILITIES:

Accounts Payable

- Entering accounts payable for NWN-owned properties and NWN.
- Monthly reconciliation of payables subsidiary ledger to general ledger.
- Prepare reports for Property Management to assist with the payment of invoices.
- Bookkeeping, data entry, ACH processing, and maintaining support schedules.
- Collaborate with the finance team to ensure compliance with financial policies and procedures.
- General administrative office duties such as mailings, photocopies, support for others on the accounting team, and other clerical work as needed.

Tax Site Coordination

- Tax Site volunteer recruitment and management, including ensure all tax site volunteers have received their IRS certification and prepare tax returns only up to that level of certification.
- Ensure that portable equipment is under the care of a volunteer and/or the site coordinator at all times.
- Ensure confidentiality of all sensitive information from clients and volunteers.
- Respond to client questions and resolve problems as they arise and in a timely manner.
- E-filing all tax returns within 24 hours of their completion.
- Ensures that Quality Reviews are completed for all tax returns.
- Ensure that rejected returns are corrected and resubmitted within the allotted time.
- Performs all responsibilities that will ensure the safe and efficient operation of the VITA center.
- Follow all IRS and Coalition rules and requirements put forth to ensure taxpayer and volunteer satisfaction and safety.

Physical Demands

Ability to operate a computer and keyboard. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity

for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

QUALIFICATIONS:

- Proficiency in bookkeeping and MS Office applications.
- Ability to prioritize tasks and meet deadlines.
- Excellent organizational and leadership skills.
- Strong verbal communication skills.
- Good interpersonal skills and comfort with a wide range of people.
- Ability to problem solve and resolve conflict.
- Ability to take initiative and work with minimal supervision.
- **Bilingual (English-Spanish) preferred.**
- **Proven experience in accounts payable or related finance role preferred.**
- **Experience with Quickbooks and Yardi preferred.**

EQUAL OPPORTUNITY

Northwest Neighborhoods CDC is an Equal Opportunity Employer.

NWN's Commitment to Equity and Inclusion

NWN is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ individuals are encouraged to apply.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

COMPENSATION:

- Full-time position with annual salary of \$45,000.
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits.

SEND RESUMES AND COVER LETTERS TO:

Please e-mail or mail cover letter and resume to:

Northwest Neighborhoods CDC Attn: Emily Bischoff

6516 Detroit Avenue, Suite 1, Cleveland, Ohio 44102

E-MAIL: ebischoff@nwneighborhoods.org

NO PHONE CALLS, PLEASE